
SHARP-SHOOTER

TAKING AIM TO BETTER SERVE THE CUSTOMER

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2002 Total Compensation Statements are Online

The 2002 Total Compensation Statement is now available for employees to view online at the new Employee Self Service Center at <http://www.accesskansas.org/employee/>. The Total Compensation Statement displays the employee's direct and indirect compensation paid in 2002. Statements are provided for all benefits eligible employees who were:

- Active in the SHARP system on January 13, 2003, and
- Employed all or part of Calendar Year 2002.

Statements for employees at Regents Institutions are not available on the Employee Self Service Center. Regents Institutions will provide statements for their employees.

Agencies may also use SHARP reporting capabilities to print a Total Compensation Statement for individual employees. The report is located under "Report" in the Administer Workforce panel and must be printed using a laser printer.

If you print a report for an employee, please also give the employee a copy of the Total Compensation Statement Information Form. It lists examples of the types of pay and employer contributions that may be included in the employee's statement and is posted at <http://da.state.ks.us/sharp/documents/>.

The Division of Personnel Services and the Division of Information Systems and Communications used SHARP data to create the statements. If you have questions please contact Connie Guerrero at (785) 296-0754, e-mail connie.guerrero@state.ks.us or Patti Pearce at (785) 296-7232, e-mail patti.pearce@state.ks.us. ★

Readiness Checklist Reminder

The second submission of the Agency Readiness Checklist is due by March 14, 2003. Agencies should return the completed form to Doug Quinn. The completed form can be emailed to SHARPCM@state.ks.us, faxed to (785) 296-1168, or mailed to DISC, Attention: Doug Quinn, Landon State Office Building, Room 751-S, Topeka, KS 66612. A copy of the checklist can be found at <http://da.state.ks.us/sharp/documents/UpgradeMeetingNov7-20.htm>

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Vacation Leave Overages

It is not too early to assist your employees with managing their vacation leave in preparation of the fiscal year end.

According to Kansas Administrative Regulation (K.A.R) 1-9-4(a)(1)(C)(2) (Vacation Leave): "At the end of the last payroll period paid in each fiscal year [for FY03 this date is 06/07/03], up to 20 hours of any accrued vacation leave that exceeds an employee's maximum accumulation of hours established in paragraphs (a) (1) (A) and (B) shall be converted to sick leave. After this conversion, all remaining vacation leave over the maximum accumulation of hours shall be forfeited at the end of the last payroll period paid in that fiscal year."

To view K.A.R. 1-9-4 in its entirety, go to the Kansas Administrative Regulations website at <http://da.state.ks.us/ps/documents/regs/art-9.htm#1-9-4>.

Vacation Overage Conversion Instructions (both General and Detailed) are available at the SHARP Customer Service Documents website page: <http://da.state.ks.us/sharp/documents/>.

To assist you in determining who in your agency is currently over the maximum vacation, you can generate the SHARP Vacation Leave Overage report (KBEN354) using the following path:

Go > Administer Workforce > Time and Leave > Reports > Vacation Leave Overage and then enter the Department and Page Break Level criteria.

Additional vacation leave overage reminders will be conveyed to agencies and employees prior to the end of the fiscal year. ★

SHARP Agency Meetings Scheduled for April

The second round of agency meetings will be held in April, 2003, at Topeka and Wichita. The schedule is:

April 23, Topeka, Morning Session, at the Memorial Auditorium

April 24, Wichita, Afternoon Session, SRS Conference Room 3080

April 30, Topeka, Morning Session, at the Memorial Auditorium

Registration information and times will be coming soon.

ATTENTION !

**Stay Up-to-Date on the Latest Information About the SHARP Upgrade
by Signing Up for the SHARP Information List at:**

<http://da.state.ks.us/sharp/infolist.htm>

Please Inform All SHARP Users About This Important List !

Update on Email Use in the SHARP 8.0 System

February 19, 2003

The SHARP upgrade to PeopleSoft 8.0 introduces several automated workflow and self-service processes that use individual email addresses to contact both SHARP users and employee self-service users. Current self-service processes such as group health insurance open enrollment will also use the same method of access, user ID's and passwords, and email addresses as the new SHARP applications.

The following information discusses who will be affected by the new processes being implemented and employee email address requirements and use.

1. Who will be affected by the new processes?

New self-service and workflow processes may affect all state employees. This includes both SHARP users and employee self-service users. "SHARP Users" in 8.0 are similar to the current SHARP 7.02 system users. These are employees who are authorized to enter transactions or view information in the system. "Employee Self-service Users" refers to all state employees, including SHARP Users, who will use the employee self-service features of the new system. SHARP Users will have two separate ID's - one for SHARP access and one for employee self-service access.

All state agencies will be affected by these changes. Currently, a number of small agencies do not enter transactions into SHARP. With the implementation of 8.0, these agencies will use SHARP for certain purposes and their employees will use the self-service processes.

2. What processes will use email?

Five processes are being implemented that will use email. Each process is listed below along with an explanation of the process, who will be affected, and estimated volumes of email.

Form W-4 Exempt Status Expires - This annual process will run each December to notify employees currently exempt from income tax withholding that their exemption will expire on December 31st and a new Form W-4 needs to be completed. An email will be sent to each employee that is exempt from withholding. Email will be sent to approximately 180 employees statewide. (Note: A worklist item will also be sent to agency SHARP Users with the security role of Agency Payroll Workflow Administrator.)

Form W-5 EIC Status Expires - This annual process will run each December to notify employees who have a Form W-5 (Earned Income Credit Advance Payment Certificate) in effect that their certificate expires on December 31st and a new Form W-5 needs to be completed. An email will be sent to each employee with a Form W-5 in effect. Email will be sent to approximately 50 employees statewide. (Note: A worklist item will also be sent to agency SHARP Users with the security role of Agency Payroll Workflow Administrator.)

Form W-4 Self-Service Changes - This self-service application allows employees to enter their own Form W-4 tax withholding information changes. Once an employee enters the Form W-4 changes, an email confirming the changes is sent to the employee and another email is sent to the agency SHARP User with a security role of Agency Payroll Administrator. (Note: Changes to additional withholding amounts and tax information for other states cannot be entered through the self-service application.) Email will be sent to approximately 70 employees per day statewide. **Employees at Board of Regents' Institutions will not use this process.**

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Paycheck Confirmation - This process will send an email each pay period informing agencies that the on-cycle payroll has been confirmed and paycheck information is available to employees through the employee self-service paycheck view. The email will be sent to the SHARP User in each agency with the security role of Agency Payroll Administrator. One email will be sent to each agency per pay period. **Board of Regents' Institutions will not use this process.**

End of Employee Probationary Period - This process will run each pay period to identify state employees whose probationary period ends within 30 days. An email for each employee identified will be sent to the SHARP User in each agency with the security role of Agency HR Administrator. Approximately 1,600 emails will be sent per pay period statewide.

3. Will employees be required to have an email address?

All employees, both SHARP Users and Employee Self-Service Users, must have an email address of some type in the system at "go-live." This email address can be a work address, personal address, or a default address set up by an agency for its employees that don't have an email address. The requirements for each of the two user groups are as follows:

SHARP Users: These employees must have an email address that is accessible from work. Normally, this would be an email address the agency provides to the employee.

Plans are being considered that would use these email addresses to communicate SHARP related information such as system availability directly to SHARP users. A recent agency survey indicated that all SHARP users in the current 7.02 system have work email addresses, so we do not expect this to be a problem.

Employee Self-Service Users: These employees can use either a work email address provided by the agency, a personal address that does not have to be accessible from work, or a default address established by the agency. (Note: SHARP users will also have an email address for employee self-service. This email address can be the same as the work address noted above or it can be a different address.)

We strongly encourage each agency to provide an individual email address to each of its employees. Our agency survey last year indicated that a majority of state employees currently have email at work. However, a significant number of employees do not. Agencies have noted a variety of budgetary, work location, and job duty issues that would make it difficult for them to provide email to these employees in the short term. If an agency has employees without work email addresses, the agency could consider one of the following alternatives:

Employees' Personal Email Addresses - Employees may use personal email addresses for the self-service processes. This option should be at the discretion of the employee. This approach has been successfully used the last several years for the on-line Group Health Insurance Open Enrollment process.

Free Email Addresses - Another low cost option an agency might use is to assist employees in setting up a free email address via a third-party such as Hotmail.com or Yahoo.com. If this approach is used, an agency might consider setting up a personal computer with Internet access in a shared location for employees to access periodically. There are also a number of libraries and educational institutions throughout the state that provide citizens free access to the Internet.

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Default Email Addresses - An agency may provide a default email address for employees without an individual email address. This address can be an existing address or a new one set up for this purpose. Using this option means that email sent to these employees would be routed to the default email address. The agency would have to designate an employee(s) to monitor email and develop procedures to distribute the information to the employees. By using a default email address, the work effort should be similar to that associated with the current paper-based process. As employees are assigned individual email addresses, agencies will benefit from increased efficiencies.

Each agency must provide the Project with one default address for the agency. This address will be used during the data conversion process to insert an email address for any employee in the agency that has not supplied one (see No. 4 below). In addition, the agency may also use this address during the hire process for employees who won't have or do not yet have an email address. If possible, the default address should begin with the three-digit agency number. The agency default address must be sent to the Change Management Team not later than April 1, 2003.

Agencies may also use default addresses other than the one "official" agency default. For example, if an agency had several employees without email in an office, the agency could choose to use an existing email address in that office as the default for those employees. If an agency chose to implement this approach, the agency would be responsible for entering and maintaining the email addresses.

4. How will employee email addresses be collected prior to the upgrade?

The proposed methods for collecting and maintaining email addresses in SHARP are outlined below. **All state employee records in SHARP will be required to contain an email address prior to "go-live" in June 2003.**

SHARP User Email Addresses: We will collect these work email addresses as part of a survey to be sent later this spring. This survey will request security information needed to set up roles and permissions for SHARP Users in the upgraded system. More information will be provided later.

Employee Self-Service User Email Addresses: Prior to implementation, state employees will be encouraged to log in to a web site accessible from the new State Employee Services site located at <http://www.accesskansas.org/employee/>. This site will allow an employee to enter or update his/her email address. An email address will only exist if the employee provided an email address as part of the October 2002 Group Health Insurance Open Enrollment, Benefits Confirmation Statement, or Employee Total Compensation Statement (available online February 14, 2003). If an email address was not provided, or is no longer current, the employee must log on to the site that will be deployed later this spring for this purpose to enter an email address, or update one previously provided (if no longer correct). The information obtained through the email collection process conducted this spring will be converted to SHARP 8.0 during the implementation process in June. If an employee does not provide an email address through this process, we will insert the agency default email address into the employee's record as part of that implementation process. Additional information about this email collection process will be sent once the final dates and details have been finalized.

5. How will the email addresses of SHARP and employee self-service users be maintained after implementation?

Existing Employees – Employees will update their own email addresses by making needed changes through the employee self-service process.

New Hires – An email address will be entered in SHARP on the Personal Data page Email for NewHires (post-implementation) as part of the new hire process. If an employee has not yet been assigned an email address, or will not have access to one, an agency default address may be entered. This email address will then be added to the self-service profile for the employee. An employee can later change the email address through the employee self-service process.

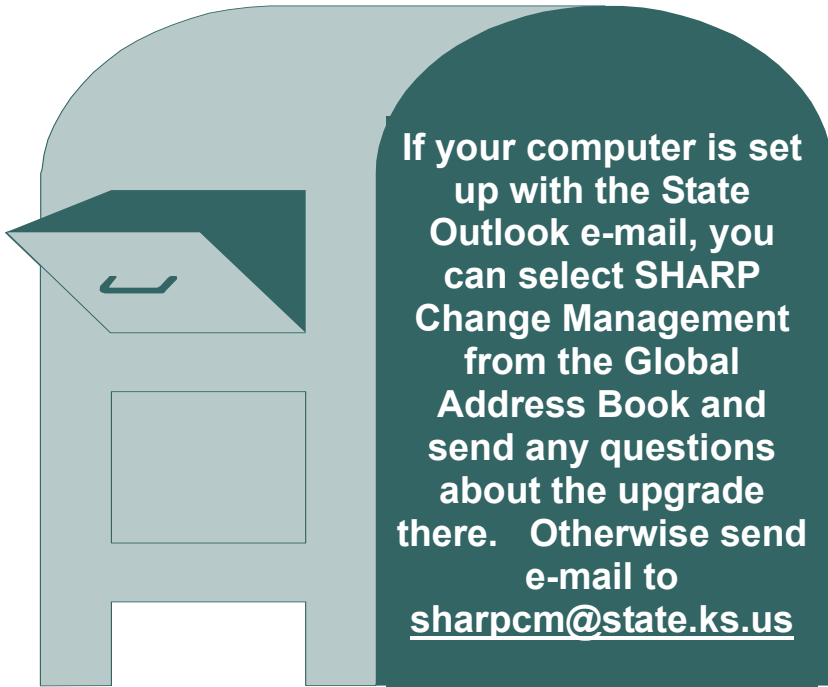
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Employee Self-Service Center is New

Employees can log in to the new State of Kansas Employee Self Service Center (formally AKSESS) for their Total Compensation Statement, Benefits Confirmation Statement, and to make their elections during the annual Group Health Insurance Open Enrollment period. Other links available at the Employee Self Service Center include employment information for Civil Service jobs and HealthQuest. Several new self-service options will become available in June 2003. Additional information regarding the new options will be coming soon. ★

Update on Email Use continued

The SHARP upgrade Change Management Team is interested in working with state agencies to support their efforts to identify and provide email addresses and Internet access to all state employees. If you have questions or concerns, contact us by email at SHARPCM@state.ks.us or call Cecil Stout at 785-296-2130. Please send your agency default email address to the Change Management email address noted above. ★



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Project Director
Duncan Friend

Sponsors:
Jack Rickerson , Director DPS
Dale Brunton, Director A&R
Denise Moore, Director DISC

Contributors:
Patti Pearce
Cecil Stout
Brent Smith

Comments and articles should be directed to :
Doug Quinn
SHARP Project
Landon State Office Building
900 SW Jackson St.
Suite 751-S
Topeka, KS 66612-1234
(785) 296-4886
Fax (785) 296-1168
Email: douglas.quinn@da.state.ks.us

SHARP Customer Service Web Page:
<http://da.state.ks.us/sharp>

PeopleSoft 8.0 Free Pre-Class Tutorial
<http://www.psknowledgecenter.com/af/peoplesoft/my/preclass.html>